

**THE RULES OF PROCEDURE OF THE
INTERNATIONAL ADVISORY COMMISSION
OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

Article 1

Powers of the International Advisory Commission of the University of Hradec Králové

- (1) The International Advisory Commission of the University of Hradec Králové (hereinafter referred to as "IAC") is an advisory body of the Rector and is established on the basis of Article 8 of the Organizational and the Internal Rules of the University of Hradec Králové.
- (2) The main activity of the IAC is especially a consulting activity with a focus on the following areas:
 - evaluation of the quality of doctoral studies, especially with regard to its internationalization, research and development, curricular standards, cotutelle;
 - evaluation of the system of involvement of postdoc at UHK - recruitment, involvement in research and development, results and outputs, comparison with abroad;
 - setting up a functional system of internal evaluation of the research organization (field specifics of evaluation, comparison with international ones or national standards in the relevant field; systematic inter-institutional and inter-faculty comparisons, which would increase internationalization efforts and their results);
 - a system of internal research evaluation with an emphasis on identifying excellent results;
 - evaluation of the international dimension - participation in international teams, networks, grants, employment of foreign researchers;
 - software tools for conducting evaluations of individual workplaces for the purpose of their comparison.

Article 2

Membership in the IAC and its structure

- (1) The IAC has 5 full members, whose membership is established by appointment. The members of the IAC are appointed by the Rector for a two-year term. Each of the faculties submits to the Rector a proposal of one foreign expert, who may be appointed a member of the IAC by the Rector.
- (2) The membership in the IAC terminates upon resignation of the IAC member, expiry of the term of office or his/her dismissal by the Rector. The Rector

may dismiss a member due to bias or other serious reasons that must be justified.

- (3) In the event that the membership of one or more members expires during the term of office, the Rector appoints a new member for the remaining term of office so that the total number of IAC members is always 5.
- (4) The membership in the IAC is irreplaceable.
- (5) A member of the IAC is in particular obliged to:
 - perform activities in the IAC in person, independently and to express his/her professional opinion on his/her own behalf;
 - commit himself/herself to maintain the confidentiality of all facts with which he or she becomes acquainted in connection with his/her membership in the IAC, and not allow third parties to become acquainted with the data and information obtained in this way;
 - immediately inform the Chairperson of the IAC or the Rector of the UHK of a possible conflict of interests whenever it could arise in connection with his/her membership in the IAC, i.e. in particular, to refrain from commenting on facts in whose positive assessment he or she has a personal interest; if, during the membership, it turns out that the member has demonstrably violated this obligation, the IAC will not take his/her vote into account.
- (6) The member is entitled to relevant reimbursement of travel expenses (costs for airline and other transport tickets, accommodation, meals and other travel expenses for one day of the visit up to EUR 220) incurred in connection with its activities in the IAC.
- (7) The activities of the IAC are conducted by the Chairperson of the IAC who is appointed and dismissed by the Rector. The term of office of the IAC Chairperson is the same as the term of office of an IAC member.
- (8) The coordinator is responsible for the preparation and distribution of documents and other organizational matters, including the administrative provision of the needs of the IAC, and he or she is authorized by the Rector to perform these activities.

Article 3

Meeting of the IAC

- (1) The meetings of the IAC are not public.
- (2) The meeting of the IAC is run by the Chairperson of the IAC. The Chairperson of the IAC may authorize each individual of the IAC to hold a meeting on an ad hoc basis.

- (3) The meeting of the IAC shall be called by the Chairperson of the IAC through the coordinator of the IAC, at least 14 working days before the planned date of the meeting.
- (4) The meeting of the IAC is run according to an agenda submitted for approval by the Chairperson of the IAC, on the basis of a proposal submitted to the UHK through the IAC coordinator. This agenda and the documents on the discussed items are sent electronically to each member of the IAC, usually two weeks before the day of the meeting. Each member of the IAC has the right to request a change in the agenda. The IAC agenda must be approved before the start of the meeting.
- (5) The working language of the IAC is English, all documents and materials of the IAC are prepared in English.
- (6) The IAC meets twice a year, once in person at the UHK (on-site visit) and once in the form of an online videoconference. If such a procedure is justified by extraordinary circumstances, the Rector may decide that the face-to-face meeting at the UHK (on-site visit) will not be held and will be replaced by an online videoconference.
- (7) In addition to the IAC members, the on-site visit to the UHK is attended by the Rector of the UHK, his/her vice-rectors of the UHK, representatives of the UHK bodies, representatives of the UHK faculties, and other persons appointed by the Rector of the UHK. The IAC members can also approach other employees of the UHK if they consider it necessary for their activities.
- (8) The IAC coordinator shall draw up minutes of the IAC meeting, which shall contain the discussed issues, recommendations and tasks for the next meeting and an attendance list. The minutes are approved by the Chairperson of the IAC or a member of the IAC who has chaired the meeting on behalf of the Chairperson of the IAC. The minutes of the meeting together with resource materials will be kept within the records management of the UHK.
- (9) The approved minutes of the meeting shall be sent by the IAC coordinator to all IAC members by e-mail no later than 3 working days after the meeting.

Article 4

Final provision

These Rules of Procedure of the IAC of the UHK are valid and effective on the day of their signing. Consistent with the Statute of the UHK, Art. 17 para. 3 let. f), they are issued in the form of an order.

Hradec Králové, 3.12.2020

prof. Ing. Kamil Kuča, Ph.D.
Rector